

CMT 83-1000

DDA 83-4178/1

3 October 1983

75-4

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director
Comptroller

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Actions Being Taken to "Improve Quality of Life"

1. Attached is a prioritized list of renovations, improvements, purchases, and new additions to facilities that I am planning to accomplish with FY 83 savings. The planned improvements, due to fund limitations, are restricted to high visibility/traffic areas and appear to be of particular concern to the employees.

2. The cafeteria heads my list as needing attention. Regardless of the quality of the food, it will be criticized by the customer due to the environment in which it is consumed. The barn-like atmosphere of the cafeteria dining room leaves a great deal to be desired. The floors are black asphalt tile that clearly shows 20 years of rough wear. We have acquired the services of an architect to help with ideas toward improving the appearance of the cafeteria. Guest Services, Inc. is paying for the architect. The money noted in the attachment for furniture will probably not be expended in total for furniture since I doubt that we have estimated enough funds for the other improvements. Since this cafeteria will support our new building, as well as the old, this money is not wasted.

3. The "gym," as you well know, is a disaster. There is nothing we can do to increase the size. I have placed the responsibility for the gym under the Office of Medical Services. Because of the requirement for our people in many jobs to be "physically fit," we can expend appropriated funds. [redacted] has met with the Nautilus physical fitness people and they have selected twelve pieces of equipment that are appropriate for both males and females. The mirrors were recommended by a doctor who believes there is a beneficial psychological element in watching yourself exercise (it exhausts me). Although the gym is not used by all employees, it certainly gets enough usage to justify the expenditure. This gym will be retained after the new building is completed.

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4. The Office of Medical Services plainly shows the wear and tear of 20 years of hard usage. If you were not sick when you went in, you would be after looking around. This is a high usage area and needs attention.

5. The ground floor needs attention. The walls have been marred and gouged by carts and electrically operated vehicles. We plan to install bumpers and, in addition, will increase the training and control of drivers. Many of the tiles on the ground floor need replacing.

6. The women's lounge areas need attention and the amount allotted can be justified.

7. The tunnel is leaking through the ceiling. We have explored several solutions that would be less expensive but may not last. The best thing to do is to fix it or make it into an aquarium. The latter doesn't appear appropriate.

8. I strongly believe the items listed in the attachment need immediate attention and, unless otherwise directed, I will proceed with their completion subject to the availability of funds.

[Redacted Signature]

Harry E. Fitzwater

STAT

Attachment

Concur with the proposed list and availability of funds:

[Redacted Signature]

Comptroller

5 OCT 1983

Date

STAT

DDA:HEFitzwater:kmg (3 Oct 83)

Distribution:

Orig - DDCI via EXDIR w/att

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<u>RENOVATIONS/PURCHASES</u>	<u>APPROXIMATE COSTS</u>
1. Cafeteria: Furniture	\$ 250,300
Carpet floor	32,700
Install dividers	19,000
Paint	35,000
Planters & plants	8,000
Replace tile in traffic areas	55,000
	<hr/> 400,000
2. Gym: Paint	5,500
Mirrors	2,000
HVAC (Air handler)	60,000
Improve lighting	7,500
Lockers	2,000
Replace running track	8,000
Chemtherm floor	15,000
Physical fitness equipment	30,000
	<hr/> 130,000
3. OMS Office: Recarpet	7,000
Lower ceilings/replace lights	50,000
Replace vinyl wall coverings	15,000
Replace reception area furniture	8,000
Paint examination rooms & labs	1,500
Put safes in front office	2,000
Misc. furniture replacement	800
	<hr/> 84,300
4. Ground floor: Paint	50,000
Replace bumpers	5,000
Install second handicapped door	13,000
Replace tile floor	69,740
Redesign traffic flow for pedestrians and industrial	30,000
	<hr/> 167,740
5. Upgrade women's lounge areas	38,000
6. Repair tunnel	135,000
7. Extensive painting - Floors 1, 2, 3, 4, 5, 6, 7	80,000
8. Replace wallpaper in public areas	40,000
9. Build running track between perimeter fences	20,000
10. Construct benches for grounds	2,000
11. Install canopies, S.E. and N.W. entrances	50,000
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TOTAL:	\$1,147,040